

## New Employee Orientation Navigating this Website

Welcome to Hamilton Wentworth District School Board's new employee orientation program. This program has been designed to provide you with tools and resources about Board processes, policies and procedures to support you as you become familiar with your new position.

Be sure to print these instructions for easy reference as you work through the content of this website.

### Structure of this website:

The website is divided into three sections. Please navigate through these sections in the order they are listed below:

#### Section 1: Videos:

- a. Welcome from the Director of Education
- b. About Us – general information about the Board's strategic directions and structure

#### Section 2: Important Links:

- c. Organizational Links – meet our Trustees, Superintendents, Board Policies and Procedures, Employee Performance Appraisal Guidelines (EPAS), New Teacher Induction Program (NTIP)
- d. Technology Tutorials: Substitute Employee Management System (SEMS), Information Place (register for PD and In-services), First Class (using your account)
- e. Forms: Orientation Checklists – **mandatory** completion required after the end of the first month of employment
- f. Feedback: Tell us about the website and its content to help improve this orientation for all new employees

#### Section 3: Learning Modules:

These are **mandatory** e-learning courses for all employees and must be completed within your first month of employment. If you require assistance with successfully completing these courses online, please contact: [jennifer.faulkner@hwdsb.on.ca](mailto:jennifer.faulkner@hwdsb.on.ca)

Refer to the e-mail you received entitled **Accessing New Employee Orientation e-learning courses** for your login and password information to this site. These courses will open in a separate window from the new employee orientation website. You can return to that site by minimizing the window or closing the application. You can leave these courses at anytime and return to the website. When you return to a course that you did not complete it will begin at the same point you exited the course. Each course is about 15 to 20 minutes long with a brief review quiz at the end.

Remember, you can return to the New Employee Orientation main page at anytime by selecting the **Orientation Home** link on the left side of the page.

# New Employee Orientation Website Navigation:

The screenshot shows a web browser window displaying the HWDSB New Employee Orientation website. The browser's address bar shows the URL [www.hwdsb.on.ca](http://www.hwdsb.on.ca). The website header features the HWDSB logo and the slogan "ACHIEVING THEIR FULL POTENTIAL!". The main banner includes the text "New Employee Orientation @HWDSB" and a "HELLO my name is" name tag. The date "Tuesday, August 04, 2009" is displayed, along with "Logout" and "Email this page" options.

**Section 2: Important Links** (Callout box pointing to the left sidebar):

- Orientation Home
- Organizational Links
- Technology Tutorials
- Forms
- Feedback

**Section 3: Includes mandatory Learning Modules** (Callout box pointing to the Learning Modules section):

Click [here](#) to access and complete the required New Employee Orientation learning modules.

**Section 1: Videos** (Callout box pointing to the "About Us" video thumbnail):

A Message from our Director, coming soon.  
Coming soon

[About Us](#) [click here](#)

[Staff Home Page](#) | [www.hwdsb.on.ca](http://www.hwdsb.on.ca)

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